Add/Edit Users

Administrative staff and school security staff are set up in InformaCast Mobile in order to receive mobile notifications

Log in to Informacast Mobile

https://admin.icmobile.singlewire.com/icmobile/#/home

Use your Caledonia Google account for Single Sign On

Select Users from the Quick Links menu

Click on Create User to add anew user or Edit next to an existing user to edit that user

Basic Information

- Name
- Email

Registered Devices and Locations

- Add User Device
    - SMS
    - Phone Call
    - Email
- Check the Verify checkbox

Communication Preferences

- Subscribe to appropriate Distribution Lists

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